

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: SENIOR CENTER SERVICES ASSISTANT
DEPARTMENT: SENIOR CENTER
REPORTS TO: SENIOR CENTER SERVICES COORDINATOR

CLASS CODE: 1063
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

This part-time position works under the general director of the Senior Center Coordinator and performs various functions related to senior center operations, including: assisting in food preparation and distribution; performing general cleaning and maintenance of the center; and serving as back-up, in the absence of the Senior Center Coordinator.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Performs general cleaning and maintenance of the center to include sweeping and mopping.

Maintains and cleans restrooms.

Empties trash cans and cleans containers as needed; removes garbage from inside the building.

Assists in the preparation, packaging and serving of meals.

Assists in the planning of activities, including: scheduling trips; assigning volunteers; completing purchase orders; and transporting clients to activities.

Assists with set up for activities.

Receives requests for assistance, complaints, suggestions, etc., and handles or refers requests to appropriate staff members.

Disseminates a variety of information and/or reports to various agencies, residents, divisions, or departments via telephone, mail, email or FAX.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

Food Preparation Equipment

Cleaning Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certification in First Aid and CPR required within 90 days of hire

Valid Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Sanitation rules and regulations

Geriatrics.

Food service processes and delivery.

Basic cleaning equipment.

Some knowledge and/or the ability to learn about occupational hazards and safety precautions.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Community agencies, organizations and resources.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to distinguish between cleaning materials.

Ability to carry out duties with a minimum of daily supervision.

Ability to perform a variety of routine, repetitive cleaning tasks.

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

While performing the essential functions of this job, the incumbent is regularly required to sit; see and perceive color; use hands to finger, handle, or feel objects; bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles; reach with hands and arms; speak and hear; and push, pull and/or lift up to 40 pounds occasionally.

Working Conditions:

Work is performed in a senior center and normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.